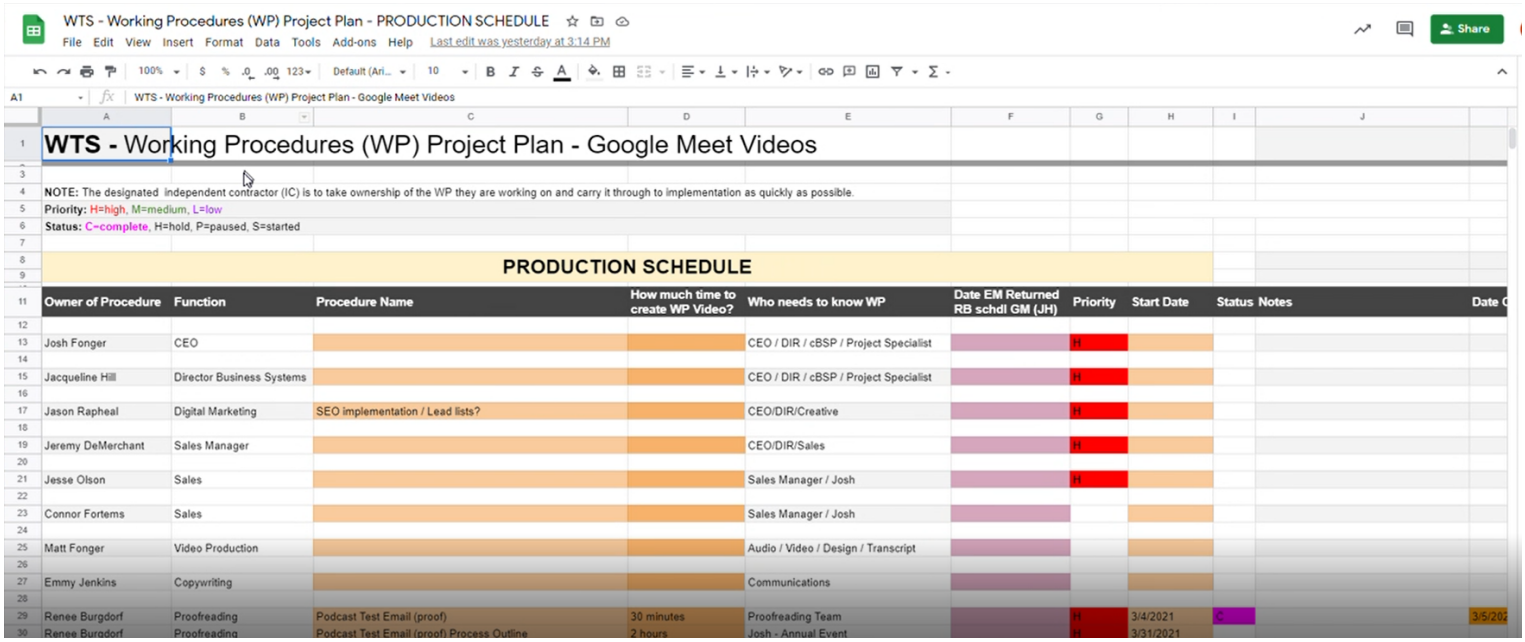
WTS - Working Procedures (WP) Project Plan - PRODUCTION SCHEDULE
File Edit View Insert Format Data Tools Add-ons Help Last edit was yesterday at 3:14 PM
Share
A1 WTS - Working Procedures (WP) Project Plan - Google Meet Videos
WTS - Working Procedures (WP) Project Plan - Google Meet Videos
NOTE: The designated independent contractor (IC) is to take ownership of the WP they are working on and carry it through to implementation as quickly as possible.
Priority: H=high, M=medium, L=low
Status: C=complete, H=hold, P=paused, S=started
PRODUCTION SCHEDULE
Owner of Procedure | Function | Procedure Name | How much time to create WP Video? | Who needs to know WP | Date EM Returned RB schdl GM (JH) | Priority | Start Date | Status | Notes | Date C
Josh Fonger | CEO | | | CEO / DIR / cBSP / Project Specialist | | H | | | | |
Jacqueline Hill | Director Business Systems | | | CEO / DIR / cBSP / Project Specialist | | H | | | | |
Jason Rapheal | Digital Marketing | SEO implementation / Lead lists? | | CEO/DIR/Creative | | H | | | | |
Jeremy DeMerchant | Sales Manager | | | CEO/DIR/Sales | | H | | | | |
Jesse Olson | Sales | | | Sales Manager / Josh | | H | | | | |
Connor Fortems | Sales | | | Sales Manager / Josh | | | | | | |
Matt Fonger | Video Production | | | Audio / Video / Design / Transcript | | | | | | |
Emmy Jenkins | Copywriting | | | Communications | | | | | | |
Renee Burgdorf | Proofreading | Podcast Test Email (proof) | 30 minutes | Proofreading Team | | H | 3/4/2021 | C | | 3/5/202
Renee Burgdorf | Proofreading | Podcast Test Email (proof) Process Outline | 2 hours | Josh - Annual Event | | H | 3/31/2021 | | |